

**Criminal Justice Information Systems (CJIS) Integration
Request for Project Management Services for CJIS Projects:**

**Electronic Citation Component (ECCO Project)
Operating While Intoxicated (OWI Project)**

1. Introduction and Overview

- A. The Iowa Division of Criminal and Juvenile Justice Planning (CJJP) is a division within the Iowa Department of Human Rights, a state agency within the Executive Branch of government. CJJP is authorized to coordinate and provide support for Iowa's Criminal Justice Information System (CJIS) Integration Initiative.
- B. CJJP is currently coordinating a statewide CJIS project which intends to integrate the disparate criminal justice information systems throughout the criminal justice enterprise. In preparation for the establishment of a statewide criminal justice information system, CJJP recognizes a basic philosophy of integration. There is the recognition that simply automating an existing process will not maximize the return on investment (ROI). Existing processes were generally developed based on the limitations of a paper-based process. These paper-based processes must be re-engineered to take full advantage of the technology available today to facilitate electronic transfer of data. Furthermore, amassing data from existing stand alone systems into a data warehouse without an understanding of the underlying source and transformations of that data will bring about uncertainty in the data's validity and integrity.
- C. CJJP viewed a comprehensive understanding of the current business practice as a critical step towards the future of an enterprise wide solution to share criminal justice information. Therefore, CJJP coordinated a statewide, system-wide, criminal justice information analysis. This was accomplished through a review of current business practices and by mapping the flow of information throughout the criminal justice enterprise. By using this analysis of existing processes, value streams were identified and inter-dependencies evaluated. The information obtained during this project led to the logical next step of developing a detailed CJIS implementation strategy. This strategy, in the form of a comprehensive, five-year strategic plan, provides the state with the blueprint for implementing CJIS in Iowa.

- D. The State of Iowa, CJJP, seeks a qualified contractor familiar with the criminal justice system in Iowa, criminal justice information exchange solutions and technological applications, to provide project management services relative to implementing selected CJIS projects - ECCO and OWI - which are projects within the scope of Iowa's overall CJIS plan. These services include:
1. Overseeing and managing the implementation of Iowa's Electronic Citation Component (ECCO) Plan and Iowa's Operating While Intoxicated (OWI) Plan.
 2. Coordinating, facilitating and monitoring the activities of the state agency staff and technology solution providers involved in the implementation of the ECCO and OWI plans.
 3. Providing status reports, presentations and updates to the CJIS Program Coordinator, CJIS Advisory Committee, state agency staff and technology solution providers as requested.
 4. Identifying and reporting problems or other issues that may negatively impact the implementation of the ECCO and OWI plans and recommending courses of corrective action.
 5. Providing related services on other projects as needed upon agreement between the selected vendor and the State.
- E. It is the State's intent to review, negotiate and issue a contract within 5 working days of selecting a contractor.

2. Contractor Proposal

- A. Contractors shall provide a brief proposal (not more than 20 pages), which clearly addresses the service and requirements identified below. At a minimum, proposals shall:
1. Include a clear statement of understanding of the services to be delivered and the contractor's ability to deliver them.
 2. Include an explanation of the strategy, processes, and procedures that will be used to provide the requested services.
 3. Include basic corporate and sub-contractor information to include, but not limited to, ownership, size, and relationship with larger owner, financial resources, date of incorporation and staffing locations.
 4. Include an **all-inclusive, itemized, total cost** (including all travel, expenses, etc.) to provide the requested services.

Contractor's personnel shall be identified in the proposal. Staff assigned by the contractor must possess experience in project management, the exchange of criminal justice information and the use of Extensible Markup Language (XML) to electronically transmit information consistent with the Global Justice Exchange Data Model (GJXDM). Contractor's personnel must not be substituted without prior approval of the State's CJIS Program Coordinator or the CJIS Advisory Committee.

5. Work Plan:

- a. Describe your approach and use of any tools (identify them) that will be used to meet the requirements of this request for services.
- b. Contractor proposals must include a detailed Work Plan explaining how the contractor intends to complete and deliver the requested services. The Work Plan shall include, but it is not limited to, a statement of Project understanding, responsibility matrix (State and contractor), Project tasks with milestones, payment milestones and objectives to provide the required services and deliverables.
- c. Describe how the Project will be managed, prioritized, and controlled. This must include the Project management structure (with organizational chart) and the method of Project status reporting (include an example of a Management/Status Report).
- d. The contractor shall submit monthly written Management/Status Reports detailing progress made in fulfilling the contract on schedule. Electronic submission (MS Word) is acceptable.
- e. Provide a positive response by providing confirmation and/or the information requested. Describe in detail how your proposal complies with each requirement identified in Section 3 (Requirements).

- B. The State assumes no responsibility for representations concerning this RFS which are or may be made by its employees, agents, or representatives prior to the execution of a legal contract, unless such representations are specifically incorporated into this RFS in writing. Verbal discussions pertaining to modifications or clarifications of this RFS shall not be considered part of the RFS unless confirmed in writing. All such requests for clarification shall be submitted in writing. Any information provided by the Contractor verbally shall not be considered part of the proposal. Only written

communications from the Contractor and received by the State within the required time frames shall be accepted.

- C. Any contract(s) resulting from this RFS and subsequent evaluation process shall not necessarily be awarded to the Contractor(s) with the lowest prices. Instead, the contract(s) shall be awarded to the compliant Contractor who best meets, in the sole opinion of CJJP, the requirements of this RFS. The award decision of the State shall be final.
- D. Any or all services provided by the selected Contractor for this Request for Service shall be provided by and pursuant to a CJJP services contract or an ITQ contract. If, at the discretion of CJJP, it is in the State's best interest to expand the scope of services beyond those listed in this RFS and the subsequent contract, CJJP reserves the right to enter into agreement with the selected contractor to perform such additional services.
- E. If the funds necessary to proceed to the contracting phase are insufficient or otherwise become unavailable CJJP reserves the right to disregard all proposals submitted under this RFS and take no additional action.

3. Requirements

- A. The selected Contractor shall perform all duties identified in Section 1, paragraph D, above.
- B. The selected Contractor shall report to, and respond to the direction of, the State's CJIS Program Coordinator and the CJIS Advisory Committee.
- C. Staff assigned by the Contractor shall be familiar with the processes involved in Iowa's criminal justice system and possess cumulative experience in managing projects involving the electronic exchange of information between criminal justice information systems and agencies and have a proven track record of success in other jurisdictions.
- D. Contractor agrees that all information, programs, reports, studies, flow charts, diagrams, and other tangible and intangible material of any nature whatsoever produced and all intellectual property rights and proprietary rights therein or related thereto (collectively the Deliverables), shall become and remain the sole and exclusive property of CJJP and the State.

- E. State of Iowa data files and documents may be of a highly confidential nature; therefore, the Contractor's employees and sub-contractors may be allowed access to such information only as needed for their duties relating to the performance of this request for service. The Contractor shall have positive policies and procedures for safeguarding the confidentiality of such data, and may be liable under privacy legislation for negligent release of such information. The Contractor shall be aware that access to such data and application code will be provided only to the extent permitted by State and Federal statutes and regulations. The Contractor shall be required to sign all appropriate confidentiality forms and to protect such data to the same extent it would protect its own proprietary rights. The State reserves the right to conduct criminal history and other background investigation, including fingerprinting, of the contractor, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the contractor for the performance of any contract executed pursuant to this RFS.
- F. The State reserves the right to review and/or recommend contractor/sub-contractor personnel prior to their assignment and to request changes of selected personnel after their assignment.
- G. The performance period for the project shall be July 28, 2006, through June 30, 2007. The selected Contractor must complete all services, obtain the State's acceptance, and provide all appropriate documentation not later than June 30, 2007. This performance period may be extended if it is in the State's best interest to do so.
- H. At a minimum the following must be accomplished:
 - 1. Overseeing and managing the implementation of Iowa's Electronic Citation Component (ECCO) Plan and Iowa's Operating While Intoxicated (OWI) Plan.
 - 2. Coordinating, facilitating and monitoring the activities of the state agency staff and technology solution providers involved in the implementation of the ECCO and OWI plans.
 - 3. Providing status reports, presentations and updates to the CJIS Program Coordinator, CJIS Advisory Committee, state agency staff and technology solution providers as requested.
 - 4. Identifying and reporting problems or other issues that may negatively impact the implementation of the ECCO and OWI plans and recommending courses of corrective action.

5. Providing related services on other projects as needed upon agreement between the selected vendor and the State.

4. Additional Information

- A. Iowa's population is approximately 2,830,000, has 99 counties, and 951 cities and towns.
- B. A repository of data on crimes reported to all law enforcement agencies within the State of Iowa is available at the following link:

<http://www.state.ia.us/government/dps/crime/stats/index.htm>

- C. A copy of the State of Iowa's Criminal Justice Information System Integration Plan, and the ECCO and OWI plans can be viewed at the following link:

<http://www.cjis.iowa.gov>

5. Questions

All inquiries concerning this Request for Services shall be submitted by e-mail to David.Meyers@iowa.gov and must be received no later than noon on July 18, 2006.

6. Proposal Presentation

- A. One (1) paper copy and one (1) Microsoft Word electronic copy of contractor's proposal must be received, at the following address, not later than 3:00 P.M., July 24, 2006.

David Meyers
Justice Information System Coordinator
Iowa Department of Human Rights
Division of Criminal and Juvenile Justice Planning
Lucas State Office Building, Second Floor
321 East 12th Street
Des Moines, IA 50319

- B. CJJP reserves the right to accept or reject any part of any proposal and to accept or reject any or all proposals for any reason without penalty.
- C. All proposals become the property of the State and shall not be returned to the Contractor. At the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be opened to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22.
- D. No payments shall be made to cover costs incurred by any Contractor in the preparation and submission of their proposals or any other associated costs.
- E. With the submission of a proposal, each Contractor agrees that it will not bring any claim or have any cause of action against the State based upon any misunderstanding concerning the information provided or concerning the State's failure, negligent or otherwise, to provide the Contractor with pertinent information as intended by this RFS.
- F. All responses by a Contractor as well as all portions of a proposal submitted by a Contractor are subject to verification. Misleading and/or inaccurate answers will be grounds for disqualification of a Contractor at any stage in the procurement process.
- G. The content of the proposal and any clarification thereto submitted by the successful Contractor shall become a part of the contractual obligation and incorporated by reference into the ensuing contract.
- H. All proposals shall describe in detail and include all integral elements necessary for the successful delivery of the required services, including labor, equipment needs, and services offered, and shall be in such form that, upon approval, shall be contractually binding.